



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**ARMY CONTRACTING AGENCY**  
**NORTHERN REGION CONTRACTING CENTER**  
**2798 HARRISON LOOP COMPLEX**  
**FORT EUSTIS, VIRGINIA 23604-5538**

REPLY TO  
THE ATTENTION OF


4 January 2005

SFCA-NR-NRCC (100)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: Policy Letter - Lost Access Card Procedure

1. All NRCC employee's located at Fort Eustis who lose or damage their door access card must submit a written report of that loss or damage to their building access card administrator as soon as practicable. The card administrator will verify the last time the card was used to open the building and notify the Customer Support and Business Systems Division Chief if there has been an unauthorized access to a NRCC building using the subject card.
2. In your written report you need to include the following information:
  - a. The last known date and time that you used the card.
  - b. The last date, time, and location you remember having the access card.
  - c. In case of a damaged card, explain how the card was damaged (i.e., went through the washer, got shut in a door, etc).
3. It is your responsibility to obtain a replacement card from the access card administrator. The card administrator will notify your supervisor via e-mail that you have received a replacement card.
4. In the event that you are in need of a second replacement card, you will receive counseling from your supervisor on the importance of protecting government property.
5. Approval from the NRCC Commander is required for any individual needing a replacement card for a third time.

  
CRAIG A DeDECKER  
LTC, IN  
Commanding